



**May 4, 2016**

**Bulletin # 16-82**

**Subject: Purchase Requisitions and Accounts Payable Processing for Fiscal Year End 15/16**

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In preparation for Downstate Medical Center's Fiscal Year ending June 30, 2016, Accounts Payable and Contracts & Procurement Departments is requesting that you review and complete all transactions against your Fiscal Year 15/16 budget.

**What this means to your department in terms of outstanding invoices:**

Commodity related invoices –

All receiving must be completed by June 30, 2016 and all invoices must be received in Accounts Payable by July 15, 2016.

Service related invoices –

All invoices for services provided by June 30, 2016 must be submitted to Accounts Payable by July 15, 2016.

Please note that if the date of the receipts for goods or commodities or the date of the service is after June 30, 2016, the invoice will be processed into the new fiscal year 16/17 and the expense will be considered a fiscal 16/17 spend.

**What this means to your department in terms of outstanding requisitions:**

It means if you order from a Fiscal Year 15/16 Blanket or Standing Order you must complete that order by June 17, 2016. Under no circumstances can an order for goods or services be paid in Fiscal Year 15/16 unless it is received by June 30, 2016.

Friday May 27, 2016 will be the last day that the Procurement Department will accept new requisitions to be processed for the current Fiscal Year 15/16. The requisition will only be processed if the product or service is delivered by June 30, 2016.

If you have any questions or would like further clarification regarding invoices, please contact Surbhi Shah, Executive Director of Accounts Payable at extension 1990 or if you have questions regarding Contracts & Procurement, please contact Maria Lucido, Director of Procurement at extension 7214.

Thank You.

**Online Resources:**

Purchase Requisition form: <http://www.downstate.edu/procurement/documents/DMCPurchaseRequisitionFORM.pdf>

How to fill out a Purchase Requisition: <http://www.downstate.edu/procurement/how-to.html>

All Materials Management Bulletins are posted online (Link): <http://www.downstate.edu/materials>